

REQUEST FOR APPLICATIONS (RFA): #0802-02

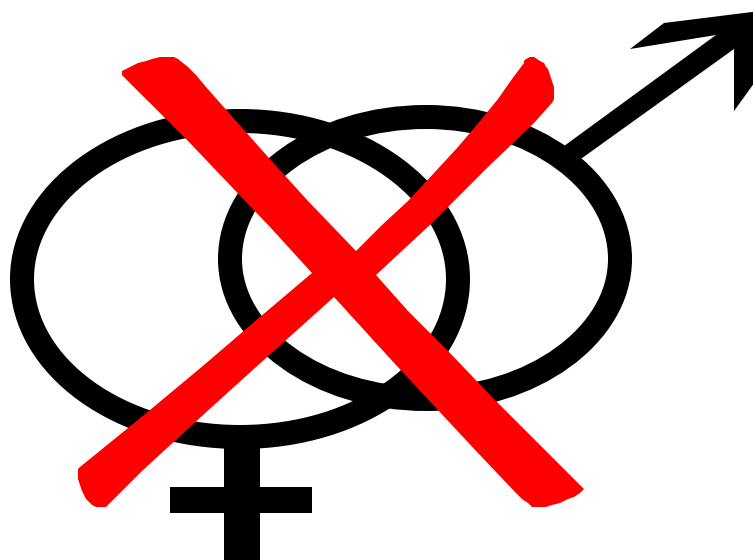
GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Research and Analysis

**Department of Human Services
Income Maintenance Administration**

FY 2003 Teen Pregnancy Prevention Program



DHS/IMA invites the submission of Applications for Funding through the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

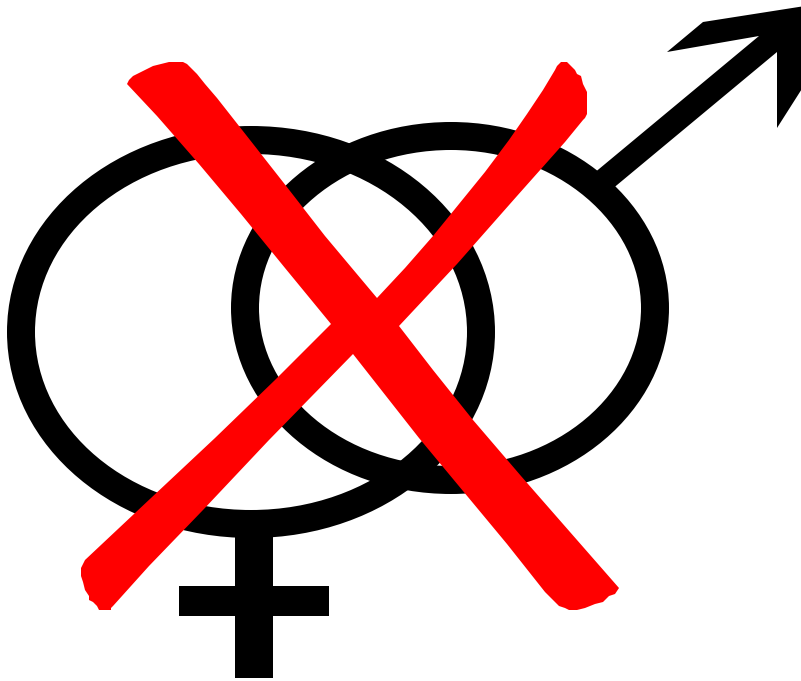
Announcement Date: July 30, 2002

RFA Release Date: August 2, 2002

Application Submission Deadline: August 30, 2002, 5:00 p.m.

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.



N O T I C E

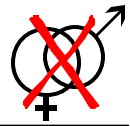
PRE-APPLICATION CONFERENCE

WHEN: *August 15, 2002*

WHERE: *Income Maintenance Administration (IMA)
645 H Street, NE - 5th Floor Conference Room
Washington, DC 20002*

TIME: *10:00 a.m. – 12:00 p.m.*

CONTACT PERSON: *Sandra L. Kelly
Office of Research and Analysis
441 4th Street, NW, Suite 400 South
Washington, DC 20001
(202) 727-7775*



**Checklist for Applications
FY 2003 Teen Pregnancy Prevention Grant**

- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested.
- ☐ The Program Budget is complete and complies with the Budget forms listed in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The application is printed **on 8½ by 11-inch paper, double-spaced, on one side (no single spacing), using 12-point type with a minimum of one inch margins. ORA will not forward applications to the review panel that do not conform to this requirement.**
- ☐ The application summary section is complete and is within the 3-page limit for this section of the RFA submission.
- ☐ The Organizational Experience and Qualifications of applicant is complete and is within the 2-page limit for this section of the RFA submission.
- ☐ The project narrative section is complete and is within the 25-page limit for this section of the RFA submission.
- ☐ **The applicant is submitting the required six (6) copies of its application, of the six (6) copies, one (1) copy must be an original. ORA will not forward the application to the review panel if the applicant fails to submit the required six (6) copies with one of the six-stamped “original”.**
- ☐ The application conforms to the “Application Format” listed in Section VII, page 16 of the RFA. **The review panel will not review applications that do not conform to the application format.**
- ☐ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application is submitted to ORA no later than 5:00 p.m. on the deadline date of August 30, 2002.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelopes or packages for ORA's approval upon receipt.

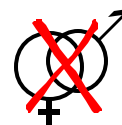
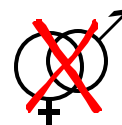
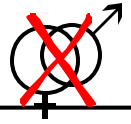


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**District of Columbia
Department of Human Services
Income Maintenance Administration (IMA)**

Request for Applications (RFA): #0802-02

FY 2003 Teen Pregnancy Prevention Program

SECTION I GENERAL INFORMATION

Introduction

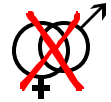
The Department of Human Services (DHS) Income Maintenance Administration (IMA) has funds available to further its goal of preventing and reducing teenage and unintended pregnancies in the District of Columbia. DHS will fund projects that provide age appropriate social, recreational and educational services and activities designed to support and encourage male and female youth and adolescents in grades 5, 6, 7 and 8. Services and activities must focus on delaying sexual activity and avoiding pregnancy.

The District is committed to supporting research-based, outcome oriented programs and services that will focus on the reduction of teenage and unintended pregnancies. Over the last year the District has invested over \$5 million to support activities that address teen pregnancy through early intervention and prevention. Through this RFA, the District is continuing its commitment to partnering with community and faith-based organizations as well as government agencies to reduce teen pregnancy.

Background on the Problem

The rate of teenage pregnancy in the United States has steadily declined over the past ten years. However, pregnancy among US females, ages 15 to 19, remains the highest of all industrialized nations. Approximately 97 in 1,000 teenagers in the US become pregnant each year -- constituting over one million births per year. The teenage pregnancy rate in the District of Columbia is following the national trend -- declining over 31% in the past decade.

Teen pregnancy and motherhood is often closely connected to a number of critical social issues. Information provided by the Congressional Research Service indicates that 44 percent of adolescent mothers will receive cash assistance in the five years following the birth of their children. Of the adolescent mothers that remain unmarried, 75 percent will receive assistance in the five years following the birth of their children. In addition to the greater potential this population has to become public assistance recipients, analysts highlight the fact that teen mothers are more likely to drop out of high school, earn lower incomes, and spend more time as



single parents. Further, their children are more likely to be in poor health, suffer from child abuse and neglect and, to become teen parents themselves.

In addition to critical social consequences, teenage pregnancy and parenting presents enormous economic costs. “Helping young women avoid too-early pregnancy and childbearing—and young men avoid premature fatherhood—is easier and much more cost effective than dealing with all the problems that occur after babies are born.”

Target Population

The target population for these funds is male and female fifth, sixth, seventh and eighth grade youth who reside in the District of Columbia with a focus in the areas of highest need, especially Wards 7 and 8. Eligible youth include members of families who receive or are eligible to receive TANF or are from low-income households. The applicant shall provide specific information on the number of clients it is capable of serving within the target population.

Eligible Organizations/Entities

Applications are requested from private nonprofit entities including community and faith-based organizations in the District of Columbia. Faith-based organizations, such as churches, synagogues, mosques, or religiously based social service affiliates may apply.

Source of Grant Funding

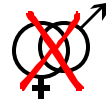
Funds under this RFA are made available through the Temporary Assistance for Needy Families (TANF) Program within the Department of Human Services, Income Maintenance Administration (IMA).

Award Period

Grant awards will be for an initial period not to exceed one year from the date of award. Upon satisfactory performance and availability of funds, two one-year renewable options may be offered.

Grant Awards and Amounts

DHS/IMA intends to award multiple grants to fund organizations that will provide a teen pregnancy prevention activities and services as outlined in the Program Scope in Section V of this RFA. The total amount available for the grants is \$950,000.00.



Contact Person:

For further information, please contact:

Ms. Sandra L. Kelly
Office of the Chief Financial Officer
Office of Research and Analysis
441 4th Street, NW, Suite 400 South
Washington, DC 20001
Phone (202) 727-7775
Fax (202) 727-9010
Web site: <http://cfo.dc.gov>

Internet

Applicants who obtained this RFA through the Internet shall provide the Office of Research and Analysis (ORA) with the following:

- Name of organization;
- Key contact;
- Mailing address; and
- Telephone and fax numbers.

This information shall be provided so that the applicant will receive updates and/or addenda to the FY 2003 Teen Pregnancy Prevention Program RFA.

Pre-Application Conference

The Pre-Application Conference will be held on August 15, 2002 from 10:00 a.m. to 12:00 p.m., at the Income Maintenance Administration (IMA), 645 H Street, N.E., 5th Floor Conference Room, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants are encouraged to mail or fax their questions to the contact persons listed above on or before August 23, 2002. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.



SECTION II SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) applications are to be submitted in an envelope or package. Attachment A should be affixed to the outside of the envelope or package. **Of the six (6) copies, one (1) copy must be an original. ORA will not forward the application to the review panel if the applicant fails to submit the required six (6) copies.** Telephonic, telegraphic and facsimile submissions **will not be accepted**.

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on August 30, 2002. All applications will be recorded upon receipt. Applications **submitted at or after 5:01 p.m. August 30, 2002** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The six (6) applications **must be** delivered to the following location:

Office of Research and Analysis
441 4th Street, NW, Suite 400 South
Washington, DC 20001
Attention: Ms. Sandra L. Kelly

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above locations. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted. All deliveries must be made to the above address and not left in the mailroom.**

*** Late Applications Will Not Be Forwarded To The Review Panel***

As a result of the tragedy on September 11, 2001, building management has implemented New Security Procedures for the delivery of applications to our office. Please follow the procedures below to ensure that your applications are delivered to ORA efficiently and on time. Applicants should allow at least one-hour **before the 5:00pm deadline to clear the security checkpoints. ORA will not be held responsible for applications that are not received as a result of noncompliance to these new security delivery procedures.**

1. Enter through the rear of the building at the loading dock.
2. Mailroom Security will screen application packages
3. The applicant will be escorted to Suite 400 South.
4. ORA Staff will accept and sign for application packages.

NOTE: ORA is located in a secure building. ORA will not accept responsibility for delays in the delivery of the applications to Suite 400 South.



SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support FY 2003 Teen Pregnancy Prevention activities, as outlined in the Program Scope of this RFA, and cannot be used to provide direct financial assistance to TANF clients and their families.

Indirect Costs Allowance

Applicants' budget submissions must adhere to the allowable sixteen-percent (16%) maximum for indirect costs for the FY 2003 Teen Pregnancy Prevention Program grant. All proposed costs must be reflected as either a direct charge to specific budget line items, or as an indirect cost.

Certifications and Assurances

Applicants shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions.

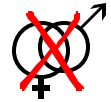
Staff Requirements

The applicant shall employ and maintain documentation that staff possesses adequate training and competence to perform the duties, which they have been assigned.

The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/ certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.

The applicant shall maintain an individual personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to the Grants Administrator upon request.

The applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.



With regard to volunteers, the applicant must illustrate, through program orientation that: (1) volunteers are subject to all rules and procedures with regard to confidentiality of information which are in effect for employees of the District of Columbia; (2) volunteers are not permitted to engage in political activities during the time voluntary services are being performed; (3) volunteers are informed of the nature and scope of the teen pregnancy prevention program; and (4) volunteers are to remain under the direct supervision of the applicant throughout the program period.

The applicant shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight and clinical supervision over each priority service activity.

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/IMA Grants Officer.

Facility Requirements

a. Regulations

The applicant's facilities used during the performance of this agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the Grant Agreement. The applicant shall maintain current required permits and licenses for the facilities. The applicant's failure to do so shall constitute a failure to perform under the agreement and be a basis for termination of the agreement for default.

b. Emergency Back-Up Site

The applicant shall assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

c. Accessibility

All facilities offered for the provision of services under the applicant Agreement shall be accessible to persons with mobility and other limitations (e.g., persons who are blind, deaf or hearing impaired), consistent with the Rehabilitation Act of 1973, P.L. 95-602 (Section 504), and the Americans with Disabilities Act, P.L. 101-336, as appropriate, which shall be incorporated in the applicant Agreement. The facilities shall be open for visiting by families and convenient to public transportation.

d. Maintenance

The applicant shall provide all supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pick-up.



Performance Standards and Quality Assurance

The applicant shall monitor and evaluate the delivery of all services. At a minimum, the quality assurance program shall include a review of the appropriateness, quality and timeliness of each service.

The applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities in accordance with protocols established or disseminated by the DHS/IMA.

The applicant shall participate in an evaluation of the project by internal staff and/or an external evaluator. The applicant is responsible for ensuring that client confidentiality is maintained during the evaluation. Evaluation activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

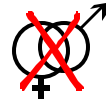
Reports

a. The applicant shall submit a monthly report to the Grant Administrator, by the 10th day after the end of each month of service, which includes:

- Actual number of participants in each activity/service;
- Projected number of participants in each activity/service;
- Percentage of participants who are successfully achieving proposed outcomes (see Section VI Applicant Format, Project Narrative, Requirement Five); and
- Demographics of the population served.

Monthly reports must also contain the following narrative information:

- Draft copies of all educational and any other materials developed or used to implement this grant, for approval by the DHS/IMA prior to preparation in final form and dissemination.
- Description of activities which includes:
 - the targeted population;
 - the names of organizations and individuals invited to participate (and who have participated); and
 - the Ward in which the service was delivered.
- Listing of the dates and location of all educational and outreach activities conducted during the reporting month.



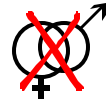
- Collaboration (if any) with other organizations serving the target population.
 - Proposed revisions to the work plan to address problem areas.
 - Summary of the results of the evaluation of services under the quality assurance program.
- b. The applicant shall ensure that all payment requests be accompanied by a copy of the monthly report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation as may be required by the DHS/IMA.
- c. The applicant shall submit to the Grant Administrator, at the DHS/IMA a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.
- d. The applicant shall report unusual incidents by the telefacsimile or telephone to the Grant Administrator within 24 hours of the event and in writing within five (5) days after occurrence. An unusual incident is an event, which affects staff (Administrative Agency's employees or applicant's staff) or clients, which is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client from a program; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical plant; complaints from the target populations; requests for information from the press, attorneys, or government officials outside DHS involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

Records

The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of program activities.

The applicant shall provide the Grant Administrator, and other authorized representatives of the Department of Human Services and the District Government, such access to project and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff.

The applicant shall retain records for at least three (3) years following final closeout of the grant.



Monitoring

The DHS/IMA shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the grant agreement. The Grant Administrator or his/her designee will make periodic scheduled and unscheduled site visits to monitor the implementation of the scope of work and terms and conditions.

The applicant shall provide the Grant Administrator and other authorized representatives of the District, such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

The DHS/IMA will assign a staff person to monitor the project. The Grant Monitor shall review all written policies and procedures applicable to the project, review all monthly reports, conduct site inspections, and hold periodic conferences with the applicant to assess the applicant's performance in meeting the requirements of the Grant Agreement.

Evaluation

The Grant Administrator will assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

SECTION IV GENERAL PROVISIONS

Insurance

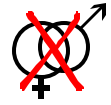
The applicant when requested must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving FY 2003 Teen Pregnancy Prevention Grant funds.



SECTION V PROGRAM SCOPE

Program Objectives

The applicant is responsible for proposing clearly defined, measurable and time specific objectives and outcomes related to the following program objectives:

- Provide the target population with the knowledge and skills necessary to abstain and delay sexual activity through a research-based, evaluative curriculum (e.g., standard elements of teen pregnancy prevention programs) that is developmentally and gender appropriate.
- Provide the target population with positive incentives to assist them in accepting personal responsibility for their actions and behavior. An evaluative basis for the proposed incentives must be provided. Baseline performance indicators and a tracking mechanism (e.g., school attendance data, academic performance) must be identified for expected changes in participant behaviors.
- Provide the target population with structured activities designed to increase school performance and positive community involvement. Proposed activities must have a proven track record in successfully increasing school performance and community involvement. Baseline performance must be identified and a plan for tracking and measuring performance must be included.
- Provide the target population with a supportive peer environment that encourages, as the norm, high self-esteem and sound decision-making based upon a commitment to academic excellence and personal well being. Elements of the supportive peer environment must be identified. Additionally, measures must be included for tracking indicators related to self-esteem and sound decision making (e.g., inventory or self assessment tools).
- Provide workshops, seminars other activities for parents that promote strong parent-child relations and communication as a deterrent to risky behavior. Proposed workshops, seminars and activities must have proven success in engaging parents and impacting risky behavior (as defined by applicant).

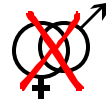
Applicant Responsibilities

The applicant is responsible for demonstrating the ability to provide services that meet the above stated program objectives.

OUTREACH

The applicant is responsible for conducting outreach to recruit and enroll male and female youth in grades fifth, sixth, seventh, and eighth in the proposed project.

The applicant is responsible for conducting outreach to engage parents in the program through workshops, seminars, and family-fun events and promoting strong parent-child relationships as a deterrent to risky behavior.



SERVICES

The applicant is responsible for implementing an incentive program to reward participation, and to maintain continued involvement.

The applicant is responsible for monitoring school attendance, academic progress, and to provide a homework support program and individual tutoring as necessary.

The applicant is responsible for engaging youth in age and developmentally appropriate structured activities to build self-esteem, promote academic achievement and good health habits.

The applicant is responsible for ensuring that parents sign an agreement to permit and support the participation of their children in the program. While significant adults in the life of the student may provide ongoing support, the parent or legal guardian must give permission for another adult to act in this capacity.

COMMUNITY ORIENTATION

The applicant is responsible for providing program services in a neighborhood-based facility that is easily accessed.

The applicant is responsible for providing both the Ward location and street address of the site(s) for the proposed program in its application.

PARTNERSHIPS

The applicant is responsible for demonstrating linkages with other community-based organizations, and schools and outline a strategy to involve those entities in the proposed project.

STAFFING

The applicant is responsible for ensuring that paid program staff will perform all case management activities.

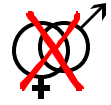
The applicant is responsible for providing social service resource information to youth and their families.

The applicant is responsible for maintaining a youth to adult/mentor supervision based on a ratio of no more than 1 to 15.

Performance Indicators

The applicant is responsible for the following overall performance indicators:

1. The number of planned participants versus the actual number of enrolled participants;



2. The percentage of participants who successfully achieved outcomes as proposed by the applicant (see Section VI Application Format;
3. Timely and accurate submission of monthly program reports; and
4. Timely and accurate submission of monthly invoices.



SECTION VI REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, health program planning, evaluation, and social services planning and implementation. The review panel will review, score and rank each applicant's application. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/IMA shall make the final funding determinations.

SCORING CRITERIA

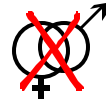
Applicants' application submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Theoretical and Technical Soundness of the Application (Total 45 Points)

1. The objectives and outcomes of the proposed project are clearly defined, measurable and time-specific. **(10 Points)**
2. The applicant's activities and work plan will result in the accomplishment of project objectives and outcomes are consistent with program requirements presented in the Program Scope. **(10 Points)**
3. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(10 Points)**
4. The application clearly describes the extent to which the proposed program will delay sexual activity and reduce the number of pregnancies among youth in the target population. **(15 Points)**

Criterion B Organizational Capability and Relevant Experience (Total 45 Points)

1. The applicant demonstrates the knowledge and experience relevant to the service applied for and in serving the target population. **(10 Points)**
 - The applicant provides documented linkages and collaborative agreements with other service providers (e.g., community-based organizations) working with the target population.
 - The applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.



-
- The applicant has relevant experience with the population and geographic area to be served.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 points)**
 - The applicant has identified and has demonstrated an understanding of issues affecting the target population.
 - Language issues are addressed through the availability of staff with appropriate communication skills, including Spanish.
 - Two (2) letters of support from community and advocacy groups are provided.
 3. An innovative approach, which illustrates non-traditional methods of tailoring proposed service delivery to the activities of the participants, is demonstrated in the application. **(10 points)**
 4. Capacity to administer the proposed program is demonstrated. **(10 points)**
 - The applicant meets all applicable licensure, certification and accreditation requirements for staff and facilities.
 - The applicant demonstrates a multi-disciplinary approach to the delivery of services.
 - Proposed facilities, staffing, supervision, management and quality control mechanisms will promote effective and efficient service delivery.
 5. The applicant demonstrates the capacity to deliver services in the natural environment of the target population. **(5 points)**

Criterion C Sound Fiscal Management and Reasonable Budget (Total 10 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds to support the project. **(5 Points)**
 2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives through the submission of appropriate copies of annual audits, financial statements and/or tax returns that have been completed within the past two calendar years. **(5 points)**
-

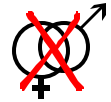


Criterion D Overall Feasibility of the Project (Total 5 Points)

1. The applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), and that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services, Income Maintenance Administration (IMA). The final decision on awards is vested solely with DHS/IMA. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/IMA shall decide to which applicants to award funds and the amounts to be funded.



SECTION VII APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**not to exceed 3 pages**)
- Project Narrative (**Not to exceed 25 pages**)
- Organization, Experience and Qualifications of Applicant (**not to exceed 2 pages**)
- Project Work Plan (**Not counted in page total, See Attachment E**)
- Staffing Plan (**(Not counted in page total, See Attachment F)**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment G**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Appendices (Resumes, Organization Chart, Position Descriptions)
(**Not counted in page total**)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total application (application summary, project narrative and organization, experience and qualifications of application) **cannot exceed 30 double-spaced pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point are required (New Times Roman or Courier type recommended). Pages must be numbered. The review panel shall not review applications that do not conform to these requirements.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

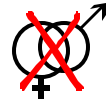


Table of Contents shall list major sections of the application with quick reference page indexing.

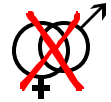
Application Summary shall be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative shall contain the narrative that justifies and describes the project to be implemented. The project narrative should clearly state the following:

1. Target populations to be served;
2. Specific, measurable program objectives for the service area of the application;
3. Specific service(s) to be provided;
4. Number of individuals participating in each service;
5. Impact/outcome(s) of each service and percentage of participants who will successfully achieve proposed outcome(s);
6. Detailed work plan for service/activity;
7. Number of non-duplicated clients to be served;
8. Need for and proposed impact of the project;
9. Cultural competency, family centeredness and appropriateness;
10. Extent to which access barriers to the target population will be addressed;
11. Extent to which the delivery of early intervention services will be enhanced; and
12. Quality assurance mechanisms..

The application must include separate program descriptions for the target population and time-specific work plans delineating activities needed to achieve the service objectives. **The time specific work plans must be included as an attachment.**

An evaluation plan, specific to each service area, for which grant funds are being requested, must also be provided. The evaluation component should be included in the attachment and referenced in the program description.



Organization, Experience and Qualifications of Applicant must include detailed information on the:

- Qualifications and experience of project staff;
- Organization's capability to provide the services described in the RFA;
- Key personnel who will be assigned to the proposed project; and
- Percentage of time each will devote to the project in total.

Program Budget and Budget Narrative shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures. Standard budget forms are provided in Attachment G.

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant application. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.

Non-personnel

These costs generally include expenditures for space---rented or donated--- and should be comparable to prevailing rents in the surrounding geographic area. Applicants should also add in the cost of utilities and telephone services directly related to grant activities, maintenance services (if essential to the program) and insurance on the facility.

Costs for the rental, lease and purchase of equipment should be included, listing office equipment, desks, copying machines, word processors, etc. Cost for supplies such as paper, stationary, pens, computer diskettes, publications, subscriptions and postage should also be estimated.

All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.

Indirect Costs

Indirect costs are cost that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies.

Certifications and Assurances shall include the information requested in Attachments B and C and return them with the application.



Appendices shall be used to provide technical material, supporting documentation and endorsements. Such items *may* include:

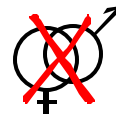
- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget

ATTACHMENT A

FY 2003 Teen Pregnancy Prevention



Applicant Profile

Applicant Name: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organizations _____ Other _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Description: _____

BUDGET

Total Funds Requested: \$ _____

ATTACHMENT B

FY 2003 Teen Pregnancy Prevention Program



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (b) Establishing an on-going drug-free awareness program to inform employees about—**
 - (1) The dangers of drug abuse in the workplace;**
 - (2) The applicant's policy of maintaining a drug-free workplace;**

ATTACHMENT B

FY 2003 Teen Pregnancy Prevention Program



- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: District of Columbia, Department of Human Service Income Maintenance Administration, 645 H Street, NE, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;**
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

ATTACHMENT B

FY 2003 Teen Pregnancy Prevention Program



Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

DHS, Income Maintenance Administration, 645 H Street, NE, Washington, DC 20002

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project. Also, the Application assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).**
- 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**
- 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.**
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.**
- 9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been**



identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

ATTACHMENT D



FY 2003 Teen Pregnancy Prevention Grant

**OFFICE OF RESEARCH AND ANALYSIS
COMPETITIVE SERVICE DIVISION
441 4TH STREET, NW, SUITE 400 SOUTH
WASHINGTON, DC 20001**

FY 2003 Teen Pregnancy Prevention Program Grant

THE OFFICE OF RESEARCH AND ANALYSIS (ORA) IS IN RECEIPT OF

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Program Title)

(Amount Requested)

ORA USE ONLY:

Please Indicate Time:

APPLICATION and _____ COPIES.

RECEIVED ON THIS DATE ____/____/2002

Received by: _____

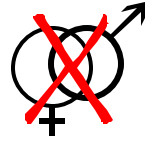
**APPLICATIONS RECEIVED AFTER 5:00 PM WILL NOT BE FORWARDED TO
THE REVIEW PANEL.**

MUST SUBMIT TWO COPIES

ATTACHMENT E**Work Plan***FY 2003 Teen Pregnancy Prevention Program*

Agency	Submission Date
Ward	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities	
2. Objective:	
Activities:	
3. Objectives	
Activities	

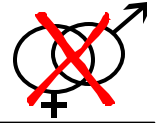
Please make copies if necessary.

ATTACHMENT F**Staffing Plan***FY 2003 Teen Pregnancy Prevention Program***Date Submitted:** _____

NAME	POSITION TITLE	FILLED/ VACANT	ANNUAL SALARY	% OF EFFORT	START DATE

Director's Signature: _____**Date:** _____

ATTACHMENT G



FY 2003 Teen Pregnancy Prevention Program

BUDGET

Agency:

Service Area:

Budget:

Date of Submission:

Project Manger:

Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/Overhead			
TOTAL:			